

West Maldon Community Association

Sunbury Way, Maldon, Essex, CM9 6YH, Website: www.westmaldoncommunitycentre.co.uk

COVID-19 Risk Assessment for the use of West Maldon Community Centre Effective from: 10 February 2022

Scope and Context

This risk assessment has been prepared for West Maldon Community Centre (WMCC). It applies to all staff, hirers, visitors, contractors and volunteers and will be updated as required as regulations and guidance change.

All hirers must read this document before using the centre and must have prepared their own risk assessment specific to their usage of the facilities. Hirers are welcome to use this document as a reference document but are not to rely upon it in place of their own risk assessment. Users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector. It is important to note that the Centre will be cleaned by the caretakers every evening, but the caretakers will not be cleaning between hirers. Cleaning remains the responsibility of the hirers and will be monitored by WMCC.

Background

COVID-19 was declared as a global pandemic early in 2020. The serious spread of the virus instigated the UK Government to take unprecedented actions including ordering businesses and services to close. This included the WMCC. As restrictions have now been lifted, WMCC is open as normal, but all users are encouraged to be cautious and take steps to avoid transmission of COVID-19.

Stakeholders

- WMCC Staff, volunteers and families;
- WMCC Hirers, visitors, contractors, and users.

Limitations

This risk assessment is limited to using the building and some of its contents during the COVID -19 pandemic and is limited to consider health and safety implications only. It does not consider financial, reputational or asset loss risk. When assessing controls, all actions recommended will be implemented to minimise the potential for cross contamination. However, it has to be stated that the risks are unquantifiable in relation to consequence outcomes due to the large numbers of unknown health conditions of person who may be exposed. Therefore, the risk assessed for each area are assessed with controls implemented and working, to determine risk acceptability.

Contact

West Maldon Community Centre Covid-19 coordinator is David Campbell, david@wmcc.org.uk, 07808 247 824

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Area or People at Risk	Risk identified	Controls	Additional Controls required?	Acceptable risk? Y/N
1. Staff, contractors and volunteers.	COVID-19: Contracting or spreading the virus.	<p>Stay at home guidance if unwell posted at the centre entrance.</p> <p>Face coverings are recommended to be worn when entering the building, when in communal areas and wherever an appropriate distance cannot be maintained.</p> <p>Staff & volunteers provided with protective equipment such as masks and plastic or rubber gloves. Contractors provide their own.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties if wearing of a disposable outer overall is not possible.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Where possible and appropriate, use the NHS COVID-19 mobile phone app to record all attendees' presence at the centre. The QR code posters are displayed at the centre. Groups could additionally keep records of their attendees to facilitate communication of any positive cases of COVID-19 in their attendees.</p>	<p>Hirers have a responsibility to inform the centre if any of their attendees have tested positive for Coronavirus after recently visiting the centre. Contact details above.</p> <p>Deep cleaning premises if a person who has hired the facilities reports that they have been diagnosed with a positive COVID-19 test.</p>	Y

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2. Staff, contractors and volunteers (cont.)	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being. Have a clear understanding of the vulnerabilities of staff/volunteers so risk can be properly assessed, and all necessary precautions identified and addressed</p> <p>Regular reviews with staff, trustees and volunteers regularly to see if arrangements are working.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>	Y
3. Car Park/ paths/exterior areas.	<p>Social distancing is not observed as people congregate before entering premises.</p>	<p>Signage and markings provided reminding people to observe social distancing requirements.</p> <p>Signage on the front door suggesting the use of face coverings.</p> <p>When opening the premises, Caretaker asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Rubbish or hazardous waste should be reported to Maldon District Council as normal. Mark hazardous waste (e.g. with a cone) to avoid public contact.</p> <p>PPE provided for litter collections.</p>	<p>Caretakers to monitor the outside of the hall for additional rubbish such as discarded PPE.</p> <p>After each session, hirers are asked to check that their attendees have not discarded rubbish and remove if found.</p>	Y

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<p>4. Entrance hall /lobby/corridor.</p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Pinch Points at the centre include the entrance lobby, hallway and toilets. Staff awareness of Pinch points. Low numbers of staff in the centre at any one time.</p> <p>Face coverings are recommended in all communal areas.</p> <p>Hirers encouraged to create one-way system for their attendees to minimise persons leaving via the entrance when people are arriving.</p> <p>Use of the fire doors if frequent ingress/egress expected or there is a clash with another group to maintain separation. The last to leave must ensure the fire doors are securely shut and leaves by the main entrance.</p> <p>Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall.</p> <p>Wherever possible, hire start times will be staggered to reduce congestion.</p> <p>First Aid box contents to be reviewed and additional items added if required.</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins, lined with plastic bags, in entrance hall, each meeting room. Empty regularly.</p> <p>Hirers must notify the centre if they have used any items from the First Aid box. Used or opened supplies must not be returned to the box.</p>	<p style="text-align: center;">Y</p>

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5. Main Hall.	<p>Touch points. Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between uses.</p> <p>Projection equipment. Screen controls.</p> <p>Window curtains or blinds.</p> <p>Commemorative photos, displays.</p> <p>Social distancing to be observed.</p>	<p>Door handles, light switches, window catches, tables, chairs, and other equipment used are requested to be cleaned by hirers after use and optionally before use if there is any concern. Electrical equipment is not to be sprayed.</p> <p>Appropriate social distancing guidance should be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash/sanitise hands regularly and before touching curtains etc.</p> <p>It is recommended that windows are opened to improve ventilation. Hirers can use the extractor fan to increase fresh air flow.</p> <p>The extractor fan should be left on maximum setting between hires.</p> <p>Whilst it is not possible to remove curtains due to privacy concerns, signage should be deployed to encourage use of hand sanitiser before touching fabrics.</p> <p>Provision of hand sanitiser.</p>	<p>The policy for the use of social distancing and/or face coverings by attendees of a session must be determined by the hirer/organiser of that session and should follow government guidelines. See links in the reference section below.</p>	<p style="text-align: center;">Y</p>

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6. Linton Room and Jubilee Lounge.	<p>Social distancing is more difficult in smaller areas.</p> <p>Door and window handles, Light switches.</p> <p>Tables, chair backs and arms.</p> <p>Floors with carpet less easily cleaned.</p> <p>Kitchenette equipment.</p>	<p>Door handles, light switches, window catches, tables, chairs, and other equipment used are requested to be cleaned by hirers after use and optionally before use if there is any concern. Electrical equipment is not to be sprayed.</p> <p>These rooms with carpeted floors are not recommended for keep fit type classes.</p> <p>Windows to be left open to improve ventilation. Responsibility on hirers to close at the end of a session.</p> <p>Provision of hand sanitiser and cleaning wipes.</p>	<p>The policy for the use of social distancing and/or face coverings by attendees of a session must be determined by the hirer/organiser of that session and should follow government guidelines. See links in the reference section below.</p>	Y
7. Kitchen.	<p>Social distancing more difficult.</p> <p>Door and window handles, Light switches.</p> <p>Working surfaces, sinks.</p> <p>Cupboard/drawer handles.</p> <p>Crockery/cutlery.</p> <p>Kettle/hot water boiler.</p> <p>Fridge/Cooker/Microwave.</p>	<p>Hirers are permitted to make use of the kitchen including the kettle and urn but the use of WMCC crockery and cutlery is permitted by request to the caretaker and should be thoroughly washed after use.</p> <p>Tea, Coffee, Sugar, and other supplies are not to be stored at the centre.</p> <p>Face coverings should be worn if two or more people are in the kitchen at the same time.</p> <p>Provision of hand sanitiser and cleaning wipes.</p>	<p>Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p> <p>Hirers whose attendees require drinking water as asked to bring their own to reduce contact with kitchen sink and taps.</p>	Y

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8. Store cupboards (cleaner etc.)	Social distancing not possible. Door handles, light switch.	Access to these stores is limited to cleaners and caretakers only. Appropriate PPE must be worn including rubber gloves.	None	Y
9. Storage Rooms (furniture/equipment).	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use.	Hirer asked to limit the number of people using the storage area. Face coverings should be worn if two or more people are in the store room at the same time. Cleaner to decide frequency of cleaning. Hirer is encouraged to clean equipment before and after use.	None	Y
10. Toilets.	Social distancing difficult. Surfaces in frequent use: door handles, light switches, basins, toilet handles, seats etc. Baby changing equipment.	Face coverings are recommended when in communal areas. This includes toilets and corridors. Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer encouraged to clean all surfaces etc before public arrive, and spray touched surfaces at the end of hire and as appropriate. Signage and posters to encourage putting toilet seats down before flushing where available, hand washing and occupancy levels. Paper towels to be made available to operate door handles when leaving the toilets and hand sanitiser and a waste bin to be available in the hallway. Where in the past attendees have used the toilets as changing facilities, hirers must encourage all attendees to change clothes away from the centre to maintain social distancing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows how to contact the duty caretaker for re-stocking if needed.	Y

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11. Events.	Handling cash and tickets Too many people arrive at one time no meeting social distancing requirements.	Organisers arrange online systems and cashless payments as far as possible.	None	Y
12. Locking and Unlocking.	Contact between caretakers and hirers.	Where possible, hirer is asked to use their own keys to unlock the centre at the beginning of their hire and to lock the door afterwards. If the hirer is not a keyholder, ensure arrangements have been made with the duty caretaker. The caretaker will attend the centre before the first daily hire is due to start to disable the alarm and if appropriate to open windows.	Hirers must shut windows and doors at the end of each session and lock the doors if the hall is empty.	Y
13. Daily Cleaning.	Exposure of caretakers/cleaning staff to contaminated areas.	Wherever possible, the usual daily cleaning is to be performed after the centre has been vacated for several hours. Side room doors to remain locked when not hired.	None	Y

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Document Control

Version	Date	Author	Change
0.5	20 August 2020	D. Campbell	Reviewed by WMCA Committee
1.0	21 August 2020	D. Campbell	Minor updates following review. Published to https://www.wmcc.org.uk/coronavirus
2.0	2 September 2020	D. Campbell	Updates following changes to guidelines on community facilities and clarification on air conditioning/ventilation
3.0	18 October 2020	D. Campbell	Minor corrections, addition of track and trace notification, and review following elevation to Tier 2 status.
4.0	29 November 2020	D. Campbell	Review following latest guidelines for Tier 2, rules for use of extractor fan in main hall.
5.0	6 May 2021	D. Campbell	Review of rules in anticipation of Step 3, expected 17 th May 2021
6.0	17 July 2021	D. Campbell	Relaxing the social distancing and face covering rules, now recommended rather than mandated. Use of kettles etc in kitchens permitted but not the use of crockery (except by prior arrangement).
7.0	9 February 2022	D. Campbell	Changes based on withdrawal of community facilities guidance and the general relaxation of rules. More focus on good practices and recommendations.

References

- The Health and Safety at Work Act (1974)
- ~~COVID-19: Guidance for the safe use of multi-purpose community facilities (Updated 17 May 2021, withdrawn July 2021): <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>~~
- National Rural Touring Forum guidance, Section 2.6.
- COVID-19 Response – Spring 2021: https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary?priority_taxon=774cee22-d896-44c1-a611-e3109cce8eae and COVID-19 Response – Summer 2021: <https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/covid-19-response-summer-2021>
- Stay Safe guidelines: <https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>